

Phoenix Program Process Definition – Purchasing Module

Process	<i>Journal Generation – Requisitions & Purchase Orders</i>
Process Number	<i>PO - 014</i>

Description of Process

The Journal Generation process takes accounting entries from Purchasing and formats them into summarized journal entries at the chartfield level that can be posted to the General Ledger. Journal Generation will take place in the General Ledger Module during overnight batch processing. After the batch program has successfully run, journal entries sent from Purchasing can be reviewed in the General Ledger System. These entries will be identified by "PO_", the template name (i.e., ENC, ENCCLS, ENCREV, PRE, PRECLS, PREREV) and a sequential journal number. After Purchasing information has been posted to the General Ledger, any changes made in the General Ledger will only be reflected in the General Ledger and would not be reflected in Purchasing.

Input to Process

Posted and Reconciled Requisitions and Purchase Orders will routinely go through the journal generation process nightly

Output of Process

Creates journal entries into the General Ledger

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Generator Template established at the STATE level. Templates must exist for: Pre-Encumbrances, Pre-Encumbrance Closure, Pre-Encumbrance Reversal, Encumbrance, Encumbrance Closure, and Encumbrance Reversal. Defaults and Summarization panels determine how the entries will be summarized and how the journals will be created.
Process	Journal Generator is a batch only process run control that signals the creation of accounting entries in the General Ledger System.
	Process Journals – Inquire – Ledgers is used to review journal entry information

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1 – Review General Ledger Table Setup. Review Purchasing Table Setup as new Business Units or Purchasing Templates are added.	Centralized
Step 2 – Run nightly batch processing – Requisitions and Purchase Orders are edited, budget checked, posted and reconciled, this process creates the data necessary to journal generate. (The Posting Process creates the Requisition and Purchase Order Line Accounting. The Journal Generation Process assigns the journal ID# to the Requisition and Purchase Order Line Accounting and creates the journal entries.	Financial Systems Solutions
Step 3 – Journal Generate – Journal Generation takes place in the General Ledger Module during nightly batch processing. Journal entries are created in the General Ledger.	Financial Systems Solutions
Step 4 - Correct General Ledger – Agencies can make corrections to journals in the General Ledger System	Agency

Forms Used with Process (#)

None

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Process Flow Diagram (if appropriate):

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APPROVAL FORM

<i>SIGNER</i>	<i>ROLE</i>	<i>DATE</i>
Rick Housworth	DOAS Project Lead	3/1/99
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Kyle Morton	THG Functional Analyst	3/1/99